

ORDINANCE NO. 00277

1 An Ordinance establishing competitive  
2 bidding procedures.

3 WHEREAS, the Laws of the State of Washington relating  
4 to County purchases, sales, leases and the letting of contracts  
5 for Public Works provide for competitive bidding and require  
6 establishment of a county purchasing department, and

7 WHEREAS, Article 8, Section 815 of the King County  
8 Charter requires the county to purchase all property and award  
9 all contracts by competitive bidding in accordance with the  
10 procedures established by ordinance, NOW, THEREFORE,

11 Be it ordained by the King County Council:

12 Section 1. Establishment of Bid Board. There is  
13 hereby established the King County Bid Board, which shall con-  
14 sist of the Executive or his designee and the Chairman of the  
15 County Council or his designee. The purpose of this board is  
16 to be present and function at the opening of all bids that have  
17 been advertised by publication in the official county newspaper  
18 and exercise surveillance over the bid opening. Sealed bid pro-  
19 posals shall be received by the Office of Property and Purchasing  
20 in such locations as shall be designated by the Manager of said  
21 office, at the advertised time and date, to be opened by the  
22 King County Bid Board. The Manager of the Office of Property  
23 and Purchasing shall award the lowest acceptable bid proposal  
24 by formal purchase order thereafter. Bid proposals shall be  
25 submitted as follows:

26 Proposals shall be sealed and shall be mailed or  
27 delivered to the location designated by the Manager of the Office  
28 of Property and Purchasing up to the time and date specified  
29 on the invitation to bid, where such bids shall be time-stamped  
30 and initialed by a King County employee. No bids shall be ac-  
31 cepted after the time and date specified on the invitation to  
32 bid, and there shall be no exceptions to this requirement. After  
33 the expiration of the time for the receipt of bid proposals,  
the proposals will be delivered by an employee of the Office of

1 Property and Purchasing to the King County Bid Board for opening  
2 thereafter.

3       Section 2. Exceptions to Competitive Bidding: In  
4 accordance with the provisions of RCW 36.32.250, the Manager  
5 of the Office of Property and Purchasing is hereby granted  
6 authority to let any contract, lease or purchase involving less  
7 than \$1,000. without advertisement and without competitive  
8 bidding.

9       Section 3. Proprietary Purchases. The sealed com-  
10 petitive bidding provisions of this ordinance shall not apply  
11 to purchases which are clearly and legitimately limited to a  
12 single source of supply and purchases involving special faci-  
13 lities, services or market conditions, in which instances the  
14 purchase price may be established by direct negotiations with  
15 the Office of Property and Purchasing. The County Executive  
16 or his designee shall approve purchases in excess of \$1,000.

17       Section 4. Emergency Purchases. When a state of  
18 emergency exists the Manager of the Office of Property and  
19 Purchasing may purchase in the open market, without filing a re-  
20 quisition or estimate, any supplies, materials or equipment for  
21 immediate delivery to meet such actual emergency. The emergency  
22 contemplated in this section is one defined as being caused by  
23 fire, flood, explosion, storm, earthquake, epidemic, riot, or in-  
24 surrection, or for the immediate preservation of order or of public  
25 health or for the restoration to a condition of usefulness of any  
26 public property the usefulness of which has been destroyed by  
27 accident, or for the relief of a stricken community overtaken by  
28 a calamity. Purchases involving an emergency circumstance shall  
29 be approved by the King County Executive or his designee when the  
30 cost exceeds \$1,000.

31       Section 5. Petty Cash Purchases. Various departments  
32 or agencies of King County regularly have requirements for minimal

1 cost purchases and the cost of competitive purchasing to the  
2 County in these instances is unwieldy and costly to the County.  
3 The Office of Property and Purchasing shall establish a petty  
4 cash fund for open market purchases of miscellaneous items, total  
5 purchase price not to exceed \$15.00. Individual King County  
6 departments or agencies may effect these minimal cost purchases  
7 directly. The Office of Property and Purchasing will reimburse  
8 each department or agency King County employee authorized to make  
9 petty cash expenditures upon delivery of vendor's sales receipt.  
10 The Manager of the King County department or agency will certify  
11 the vendor's paid sales receipt and deliver same to the Office of  
12 Property and Purchasing for reimbursement.

13 Section 6. Rules and Regulations. All orders or  
14 contracts made by the Office of Property and Purchasing shall be  
15 awarded to the lowest qualified bidder, taking into consideration  
16 the quality of the material or services to be supplied, their  
17 conformity with the specifications, their suitability to the  
18 requirements of the County government, and the delivery terms.  
19 Any or all bids may be rejected for good cause.

20 Section 7. Unlawful Purchases. It shall be the duty  
21 of the Office of Property and Purchasing to report to the County  
22 Administration Office any suspected collusive bids and may order  
23 such bids reported to the proper Federal authorities charged with  
24 enforcement of the Federal Anti-Trust Laws and to the Anti-Trust  
25 Division of the Office of the Attorney General of the State of  
26 Washington

27 Section 8. Cooperative Purchasing. The Manager of  
28 the Office of Property and Purchasing shall have authority to  
29 join with other units of government in cooperative purchasing plans  
30 when the best interests of the County would be served thereby;  
31 provided, that each of the participating units shall be  
32 separately invoiced by the vendors for purchases made under such

plans, and the County of King shall not be held responsible for any  
loss or damage to the County of King.

plans, and the County of King shall not be obligated for purchases other than those required for its own use.

Section 9. Encumbrance of Funds. Except in emergency, no order for delivery on a contract or open market order for supplies, materials, equipment or contractual services for any county department or agency shall be awarded until the Office of Budgets and Accounts has certified that the unencumbered balance in appropriation or appropriations concerned, in excess of all unpaid obligations, is sufficient to defray the cost of such order.

Section 10. Repeal. Ordinance No. 2, passed by the King County Council by May 1, 1969, and all resolutions, ordinances or parts thereof, inconsistent with the provisions of this ordinance are hereby repealed.

Section 11. Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance.

INTRODUCED AND READ for the first time this 14<sup>th</sup> day of October, 1969.

PASSED by the Council at a regular meeting thereof on the 22<sup>nd</sup> day of December, 1969.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

ATTEST:

Ralph R. Stender  
Clerk of Council

John T. O'Brien  
Chairman of the County Council

ORDINANCE READINGS

1st 10-14-69  
2nd 12-22-69  
3rd 12-22-69  
Effective Date .....

A P P R O V E D

Date 12-24-69

John D. Spellman  
JOHN D. SPELLMAN  
County Executive